

APPLICATION PROCEDURE

Recreation Trails Program applicants must submit one copy of the project application to the Department of Environment and Conservation, Recreation Educational Services Division, with applicable support documentation and environmental clearance letters included. Applicants must also include a copy of a USGS topographic quad map identifying the location and boundaries of the project site and the proposed trail route.

Applications, including all support documentation, should be submitted in a 3-ring binder no larger than one and a half inches wide at the binding with titled, labeled dividers separating the individual sections of the application.

The project applications will be reviewed for eligibility, rated and ranked by TDEC. Projects that achieve the highest scores will be reviewed onsite. Finalists will be submitted to the Governor's Council on Greenways and Trails for final recommendation to the Commissioner of TDEC. The proposed projects are then submitted to the Federal Highway Administration for final approval and clearance.

Project applicants will receive approval or disapproval in writing. Upon approval of grant funds, applicants will receive a contract outlining the scope, budget, and grant requirements and a Notice to Proceed letter from TDEC-RES.

Upon receipt of a Notice to Proceed letter from TDEC-RES including environmental clearance, the grant recipient may initiate site development activities and procurement of project materials. Grant recipients will have three years from the start of the contract to complete the proposed project. Only approved expenditures within the designated grant term will be eligible for reimbursement.

RTP APPLICATION REQUIREMENTS CHECKLIST

This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.

Application information MUST be in the order listed below and contained in a three-ring binder with a spine width of NO MORE THAN ONE AND A HALF INCHES. All requested information MUST be included unless otherwise indicated. All sections listed below are to be identified by a tab divider stating the name of the section (not numbered). Failure to follow format instructions will result in a deduction from the final score. Failure to provide any required information will result in the deduction of points.

FORMS AND MATCH SECTION	CHECK-OFF
1. <i>Tennessee LPRF/LWCF/NRTF/RTP Grant Application</i>	<input type="checkbox"/>
2. <i>Project Cost Sheet</i> form	<input type="checkbox"/>
3. <i>Development Project Costs</i> form	<input type="checkbox"/>
4. Assurance of Match (resolution/ordinance, statement from agency official)	<input type="checkbox"/>
PROPERTY INFORMATION AND ACQUISITION SECTION	
5. Project Boundary Map	<input type="checkbox"/>
6. <i>Project Boundary Map Certification</i> form	<input type="checkbox"/>
7. Legal Description	<input type="checkbox"/>
8. Deed of Ownership, Lease, Easement	<input type="checkbox"/>
9. Survey - Applies to acquisition projects and/or development projects using land value as match.	<input type="checkbox"/>
10. Title Search - Applies to acquisition projects and/or development projects using land value as match.	<input type="checkbox"/>
11. Opinion of Value - Applies to acquisition projects and/or development projects using land value as match.	<input type="checkbox"/>
MAPS, PHOTOS AND DESIGN SECTION	
12. Location and Topographical Quadrangle Maps	<input type="checkbox"/>
13. Photograph(s) of Site	<input type="checkbox"/>
14. Preliminary Site Plan w/ADA Features/Design of Project must comply with Americans with Disabilities Act. Applies to acquisition projects or development projects using land value as match.	<input type="checkbox"/>
15. Preliminary Floor Plans w/ADA Features (for trailhead facilities) Applies to Development projects or Acquisition/Development projects	<input type="checkbox"/>
ENVIRONMENTAL SURVEY AND ENVIRONMENTAL CLEARANCE LETTERS SECTION	
16. Environmental Survey	<input type="checkbox"/>
17. Environmental Clearance Letters	<input type="checkbox"/>
SCORING CRITERIA SECTION	
A. Project Summary	<input type="checkbox"/>
B. Narratives for Individual Project Selection Criteria	<input type="checkbox"/>

RTP APPLICATION INSTRUCTIONS

Before submitting your application, please review this page and make sure that all required narratives, maps, environmental clearance letters and supporting documentation are enclosed. Late submissions will not be accepted.

Application information is to be listed in the order below. It must be bound in a three-ring binder with a spine of NO MORE THAN one and a half inches in width. All sections listed below are to be identified by a *tab divider stating the name of the section*. Failure to follow these formatting instructions will result in an automatic 10-point reduction of the total score. Missing sections will result in point deductions.

Forms and Match Section

1. ***Tennessee LPRF/LWCF/NRTF/RTP Grant Application*** - Answer ALL questions. Also, make sure that you list the CORRECT Federal Congressional Representative, State Senator, and State Representative along with their CORRECT districts.
2. ***Project Cost Sheet*** - Answer ALL applicable sections.
3. ***Development Project Costs form*** - Answer ALL applicable sections. Be sure to list all project line items including planning expenses. Remember that planning expenses will not be reimbursed if there is not a specific line item for the expenditures.
4. ***Assurance of Match*** - A dated and signed letter or a resolution passed by the governing body must be submitted by the applicant indicating the applicant's commitment to match the requested amount and the source of that match. The top official of the applying agency should sign this letter.

Property Information and Acquisition Section

5. ***Project Map*** - These maps must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site.
6. ***Project Boundary Map Certification form*** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract if awarded.
7. ***Legal Description*** - A legal description of the project property must be submitted with the application.
8. ***Deed of Ownership, Lease, and/or Easement*** - A copy of any or all such applicable documents must be submitted.
9. ***Survey*** - A survey of the project property conducted by a registered land surveyor must be submitted with the application. The survey should possess a North arrow and the date of the survey. (Only required if project is acquisition, or using acquisition as match.)

10. **Title Search** - A five-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
11. **Opinion of Value** - An original copy of an opinion of value of the project property is to be included with the application for acquisition projects and development projects using land value as match. (Only required if project is acquisition, or using acquisition as match.)

Maps, Photos and Design Section

12. **Location and Topographical Quadrangle Maps** – Clear, accurate and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total score. Topographical quadrangle maps are available from TVA, USGS, local map store, TDEC Geology, etc.
13. **Photographs of Site** – Clear photograph showing the proposed trail acquisition or development. Photos should identify any areas where facilities or rehabilitation are needed. Photos cannot be returned.
14. **Preliminary Site Plan** - A copy of the preliminary site plan or trail design for the project is to be submitted. All projects are subject to compliance with the Americans with Disabilities Act.
15. **Preliminary Floor Plans** – For trailhead facilities a copy of the preliminary floor plans for the project is to be submitted with the application. All indoor facilities **MUST** clearly indicate ADA compliance throughout the building. Applicants should include trail and trailhead facility plans/drawing as specific as possible indicating ADA accessibility.

Environmental Survey and Environmental Clearance Letters Section

16. **Environmental Clearance** – See Environmental Clearance section in this manual.
17. **Environmental Survey** – See Environmental Survey Section of this manual.
18. **Scoring Criteria Section** – See Scoring Criteria Section of this manual.



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
TENNESSEE LPRF/LWCF/NRTE/RTP GRANT APPLICATION

PARTICIPANT INFORMATION

1. Applicant:

2. Applicant is a:

- a. Federal Govt. _____
- b. State Govt. _____
- c. Local Govt. _____
- d. Private Org. _____

3. List of Project Partners (if any):

4. Region:

East _____ Middle _____ West _____

5. County/Counties:

6. Applicant Address:

7. Applicant Contact (Person responsible for daily management of project)

Name: _____ Telephone: _____
Title: _____ Federal ID#: _____
Fax: _____

8. Park Name:

Project Title:

12. Grant Type (Check all that apply)

- | | |
|------------------------|--|
| _____ Acquisition | _____ Land owned by applicant |
| _____ Development | _____ Land leased by applicant |
| _____ New Construction | _____ Date lease expires: _____ |
| _____ Renovation | _____ Land is publicly owned |
| | _____ Land is privately owned (RTP only) |

RTP Only**10. Intended Use (Check one)**

- ☐ Motorized Use
☐ Non-Motorized Use
☐ Combination Motorized/Non-Motorized Use
☐ Combination of Motorized Uses
☐ Combination of Non-Motorized Uses

11. Federal Congressional District

Congressman's Name: _____ District Number: _____

12. State Districts

Senator's Name: _____ District Number: _____

Representative's Name: _____ District Number: _____

13. Brief Description of Project**14. Project Funding**

Grant Amount Requested \$ _____

Match \$ _____

(50% local match required for LPRF, LWCF and NRTF)

(Minimum 20% match required for RTP)

TOTAL PROJECT COST \$ _____

15. Source and Amount of Applicant's Matching Funds (20% for RTP; 50% for LPRF, LWCF and NRTF)

General Fund \$ _____

CASH \$ _____

Force Account \$ _____

Third Party Donation \$ _____

Partnership \$ _____

Donation Value \$ _____

Land \$ _____

Labor \$ _____

Material/Equipment \$ _____

TOTAL MATCH \$ _____

(TOTAL MATCH should equal Match in Section 14)

Authorized Signature (usually Mayor or County Executive)

Title

Date

Printed Name

Title

Authorized Signature of Partner (if applicable)

Title

Date

Printed Name

Title

Note: overmatches may be shown on a separate sheet.

DEPARTMENT OF ENVIRONMENT AND CONSERVATION – Recreation Educational Services Division
LWCF/LPRF/NRTF/RTP



PROJECT COST SHEET

Applicant's Name: _____

Park Name: _____

Project Title: _____

Brief Description: _____

_____**Acquisition Only** ____**Dev. Only** ____**Acquisition and Dev.** ____**Preservation**
(NRTF only)

ADMINISTRATIVE COSTS

		Date Incurred
Site Planning	\$	
Preliminary Design	\$	
Cost Estimates	\$	
Grant Administration	\$	
Total Administrative Costs	\$	

ACQUISITION COSTS

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
Total Acquisition Costs		

Method of Acquisition: ____**Negotiated Purchase** ____**Donation** ____**Easement** ____**Lease**

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary)

_____ **New Acreage-** for acquisition or development; not previously under 6(f) protection.

_____ **Value Added Acreage -**additional development of land already under 6(f) protection

_____ **Total Acreage** (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection.

This Acquisition is: ____**Publicly owned** ____**Privately owned (RTP only)**



DEVELOPMENT PROJECT COST SHEET

Applicant's Name: _____

Scope of Project: Attach Professional Construction/Supplier Estimates
(List specific line items for which funds are requested)

Line Items	# of Units	Unit Cost	Total Item Cost
Total Development Cost			\$

Use Attachment if more space is needed

TOTAL COSTS

Total Administrative Costs	\$
Total Acquisition Costs	\$
Total Development Costs	\$
Total Project Costs	\$
Total Grant Request	\$

ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
Supplies	\$	\$	\$
Personnel	\$	\$	\$
Utilities	\$	\$	\$
Equipment	\$	\$	\$
Contracted Labor	\$	\$	\$
Other	\$	\$	\$
Total Annual O/M			\$

TN DEPARTMENT OF ENVIRONMENT AND CONSERVATION
RECREATION EDUCATIONAL SERVICES DIVISION
LWCF/LPRF/NRTF/RTP



PROJECT BOUNDARY MAP CERTIFICATION

INDICATE APPLICABLE GRANT PROGRAM:

☐ LWCF ☐ LPRF ☐ NRTF ☐ RTP

Applicant: _____

Park Name: _____

Project Title: _____

The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded projection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

- | | | |
|-------|----|-------------------------------|
| _____ | 1. | Deed references |
| _____ | 2. | Adjoining Ownership |
| _____ | 3. | Adjoining easements of record |
| _____ | 4. | Adjoining water bodies |
| _____ | 5. | Metes and bounds |
| _____ | 6. | Government survey |

Certification is made to the above by:

Applicant's Signature (Usually Mayor, County Executive, or Agency Director)

Date

Printed Name and Title